eDocument User Guide



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For first-time users



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Enroll and sign in to online banking.

- Sign up for online banking at RCBbank.com. Click **Enroll** on the online banking sign in box.
- Once your online account is activated, follow these steps.
- Click eDocuments in navigation tab.
- Click Sign Up/Changes.



Email Settings

Sign Up/Changes

eStatements/Notices

Complete the enrollment section.

- Click **Details** to select which accounts and documents you would like to receive electronically. Default is all documents.
- An email address is required and defaults to the address listed in your online banking. Changing your email address here will update the email address listed in online banking.
- Your security phrase will show in the subject line of every email sent in the eDocuments system.
- You will need to type in the enrollment **passcode** to verify that you are able to view a PDF document. Click the blue link to see the passcode.
- Read the **disclosure**. Scroll down to the bottom and click the checkbox next to I agree to the listed terms.
- Click Enroll Now to complete enrollment in eDocuments. You will receive an email to verify that your email is correct. Notify RCB Bank if you do not receive the confirmation email within one hour.

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~	Il available documents for all active accounts. Details	
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4.	Please enter the enrollment passcode in the field immediately below. To see	the passcode, click here.
	Please enter the enrollment passcode.	·····
		Enrollment Verification Passcode
. 1	Please read the disclosure below. You must scroll to the bottom of the dis	Passcode will appear here
	you must have Adobe Acrobat Reader installed. Go to www.adobe.com to	install a free edition.
	SERVICE AVAILABILITY	
	The service providing estatement is generally available 24 hours a day, 7 days a week, nowever this service	
	unscheduled down time.	maintenance, or due to
	ERROR RESOLUTION	
	You understand the importance of your role in preventing misuse of your examine your statement and notify your financial institution immediately	account. You agree to promptly of any errors on your account.
	CONFIDENTIALITY	
	You agree to protect the confidentiality of your account, account number, number.	and your personal identification
	CHANGE IN TERMS	
	It may be necessary from time to time, to change the terms or conditions	regarding your statement access.
	EMAIL ADDRESS	
	If you change your e-mail address, it is your responsibility to notify your fir	nancial institution with the new
	address as soon as possible to avoid delays in receiving your eStatement.	
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	address as soon as possible to avoid delays in receiving your eStatement. ACCEPTANCE OF DISCLOSURE Once you have read the disclosure, check the checkbox below and click on acknowledge that you understand the terms of this disclosure.	the "Accept" button to

Process is complete. To Add Additional Recipients or to Add Additional eDocuments see our user guides online at RCBbank.com/eDocuments.

Get in touch. 855.226.5722 | RCBbank.com